

DEPARTMENT OF
DEFENSE, VETERANS AND EMERGENCY MANAGEMENT
Military Bureau
Joint Force Headquarters, Maine National Guard
Camp Keyes, Augusta, Maine 04333-0033

26 February 2013

TECHNICIAN POSITION VACANCY ANNOUNCEMENT #13-023

*****INDEFINITE*****

POSITION: Safety & Occupational Health Specialist (D1431000) (GS-0018-07/09)
EXCEPTED POSITION

LOCATION: 101st Air Refueling Wing, Bangor, Maine

SALARY RANGE:

\$38,790 to \$50,431 per annum **GS-07**

\$47,448 to \$61,678 per annum **GS-09**

CLOSING DATE: 06 May 2013

AREA OF CONSIDERATION: First consideration will be given to all qualified permanent and indefinite Maine Air National Guard Enlisted Technicians who apply. In the event there is no selection from the initial Promotion and Placement Certificate, concurrent consideration will be given to qualified Maine Air National Guard Enlisted personnel who apply.

PERMANENT CHANGE OF STATION (PCS): PCS expenses may not be authorized for this position. Authorization for payment of PCS expenses will be granted only after a determination is made that payment is in the best interest of the Maine National Guard.

DUTIES: See attached duties and responsibilities.

QUALIFICATIONS: This position may be filled at the GS-07 or GS-09 grade. If filled at the GS-07, the individual selected may be promoted to the next higher grade without further competition when it has been determined that the individual meets the qualifications required for promotion to the higher grade.

MINIMUM QUALIFICATION REQUIREMENTS: Each applicant must show how they meet the General and Specialized Experience listed below; otherwise, the applicant may lose consideration for this job.

GENERAL EXPERIENCE: Experience, education, and or training which provided the candidate with a good understanding of administrative methods for accomplishing the work of an organization. This experience must reflect the ability to analyze problems, develop practical solutions, and communicate effectively.

SPECIALIZED EXPERIENCE: Must have twelve (12) months experience for the GS-07 and twenty four (24) months experience for the GS-09 level, which required the applicant to acquire and apply each of the following knowledge, skills, and/or abilities:

GS-07

1. Knowledge of Air Force, ANG, OSHA, and DoD safety directives.
2. Knowledge of aviation operations.
3. Skill in analyzing accident data.
4. Ability to prepare reports.

GS-09

1. Knowledge of safety and occupational health laws, principles, standards and inspection methods required to identify unsafe acts and working conditions.
2. Ability to plan and conduct training.
3. Knowledge of aviation operations.
4. Skill in analyzing accident data.
5. Ability to prepare detailed corrective action reports.

COMPATIBILITY CRITERIA: AFSC: 1S0XX **NOTE:** If you do not possess the compatible AFSC, you will not be disqualified from being considered. Selected applicant must be prepared to attend the appropriate school.

MILITARY ASSIGNMENT: 1S0XX

SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE:

GS-07: Completion of one year of graduate-level course study directly related to safety and occupational health. **Must provide copy of transcript to receive substitution of education.**

GS-09: Two full academic years of graduate education, which is in the safety and occupational health management or safety engineering, industrial engineering or directly related fields such as Industrial

Hygiene, Fire Prevention Engineering or Industrial Psychology. **Must provide copy of transcript to receive substitution of education.**

HOW TO APPLY: Detailed instructions are contained in an Instruction Guide titled “Technician Vacancy Announcement Guide” which should be posted with this vacancy announcement. Applicants may apply using the OF Form 612 Optional Application for Federal Employment, a resume, or any other format they choose. In addition to their basic application, applicants are strongly encouraged to complete ME Form 171, Military Experience and Training Supplement. Applications forwarded to HRO should be no more than eight (8) pages although additional pages may be submitted as necessary. Applications should include written or documented proof of education, training, and work experience deemed necessary to adequately respond to general and specialized experience factors listed in the TPVA. Professional licenses or education transcripts necessary to validate qualifications should be submitted as required in the TPVA. Do not include photo copies of awards (a military ribbon rack or civilian certificate), letters of commendation, enlisted or officer performance reports, Technician performance appraisals, and personal photos unless specifically requested in the TPVA”. Applications must be forwarded to: Joint Force Headquarters, ATTN: HRO, Camp Keyes, Augusta, Maine 04333-0033, NOT LATER THAN the closing date. Applications received AFTER the closing date WILL NOT BE CONSIDERED. The use of government envelopes, postage or facsimile machines to submit applications is prohibited. We are allowed to receive facsimiles sent from non-government facsimile machines. The inter-office distribution system may be used. You may also e-mail it to: HROTECH@me.ngb.army.mil.

APPOINTMENT: Selectee will be required to participate in Direct Deposit/Electronic Funds Transfer as a condition of employment. The Adjutant General retains exclusive appointment authority for Technicians. No commitment will be made to any nominee prior to a review of qualifications by this office. The Maine National Guard is an Equal Opportunity Employer. All appointments and promotions will be made without regard to race, color, creed, sex, age or national origin.

DISSEMINATION: Supervisors, please post to bulletin boards, read at unit formations and notify personnel who may be interested. Qualified personnel who may be absent during this announcement period due to ADT, AT, TDY, school, illness, etc., should be notified.

WORK: DSN 626-6017 / COM (207) 430-6017 FAX: DSN 626-4246 / COM (207) 626-4246

FOR THE HUMAN RESOURCES OFFICER:

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CRAIG P. BAILEY
MSG, MEARNG
Human Resources Specialist
(Recruitment & Placement/Compensation)

DUTIES:

This position is located within the Safety Office at an Air National Guard flying wing. Its purpose is the recurring technical support for unit Ground, Explosive Safety and Occupational Health Program.

- Assists in the administration of a safety and occupational health program for ground and explosive safety to control or eliminate unsafe behaviors and hazards in accordance with DoD, Occupational Safety and Health Administration (OSHA), Air Force Occupational Safety and Health (AFOSH), and National Guard Bureau (NGB) safety regulations and standards.
- Reviews assigned accident/incident reports related to ground and explosive property damage and /or personnel injuries, including nonflying aircraft mishaps.
- Provides safety related expertise on surveys, inspections and evaluations of unit facilities, shops and activities related to elimination of hazards that are applicable to: aircraft, maintenance/flight line operations, civil engineering, explosive safety, motor vehicle maintenance, contractor operations, etc.
- Participates in inspections and evaluations related to all ANG functions to include aircraft servicing operations involving high hazard activities such as egress exercises, emergency fire fighting procedure, aircraft maintenance support, aircraft loading procedures and fueling servicing, and munitions transportation of explosives. Recommends corrective measures to eliminate unsafe work practices.
- Performs construction site inspections of facilities and contractor personnel operating on the installation to determine compliance with applicable safety and health code requirements. Provides guidance in the prevention, reduction, or elimination of associated hazardous exposure.
- Assists the Safety and Occupational Health Manager in conducting human factor studies to discover mishap and hazardous conditions causes and relationships in order to reduce or prevent their safety.
- Prepares and conducts safety training classes for supervisors and employees. Evaluates the adequacy and effectiveness of safety training carried out by supervisors to ensure compliance with OSHA mandatory programs.
- Conducts promotional campaigns to stimulate interest in accident prevention. Assists managers with specialized safety programs, including industrial, sports and recreation, automobile. Motorcycle, and manual lifting safety.
- Maintains accident/injury records and review reports and other data to detect common patterns and trends. Files and maintains safety and occupational health related records, reports, correspondence, publications and regulatory information.
- Performs other duties as assigned.

